



TEMPORARY OUTDOOR OFFICE GUIDELINES

CITY OF FOSTER CITY ▪ COMMUNITY DEVELOPMENT ▪ PLANNING/CODE ENFORCEMENT

The City of Foster City will allow offices for businesses operating in non-critical infrastructure sectors, which were required by State Health Officer Order to close indoor operations, to temporarily create or expand outdoor operations consistent with the San Mateo Safer Community Order (No. c19-11), as it may be amended, and Industry Guidance related to Office Workspaces issued by the State of California in response to COVID-19. This allowance will remain in effect until State and County health orders no longer preclude the operation of indoor offices for non-critical infrastructure sectors, or until rescinded by the City Council of the City of Foster City. Businesses whose indoor offices are not required to close, in whole or in part, may not establish or expand outdoor operations. All employees capable of working remotely are required to do so, and may not establish or expand their outdoor office space.

Eligibility

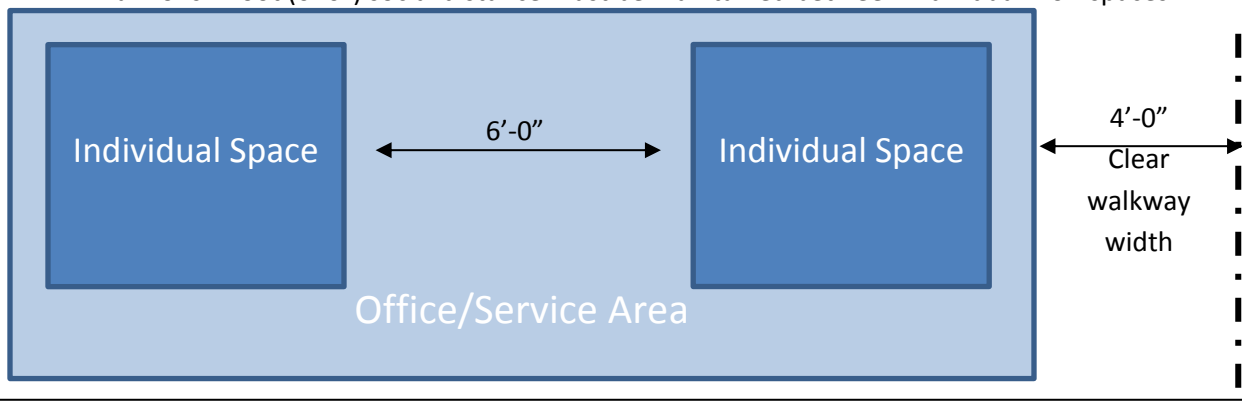
1. Outdoor offices shall only be established or expanded by existing businesses that are current tenants of the shopping center or commercial building.
2. The business owner or operator shall obtain written authorization from the property owner for the use of private sidewalks, parking areas, or other areas for outdoor services. In general, outdoor office areas may be located on sidewalks or patio areas or parking areas immediately adjacent to the business frontage.
3. Tenants in shopping centers with multiple commercial tenants shall work with the management or property owner to equitably allocate the available sidewalks, patios, and parking areas for all temporary outdoor services.
4. The business must have a valid Business License issued by the City of Foster City.

General Guidelines

5. Business owners and operators shall read and comply with all applicable current and future orders and Industry Guidance issued by the State of California and County of San Mateo Health Officer. It is the responsibility of the individual business owners and operators to remain knowledgeable of any such orders and Industry Guidance, as they may be amended from time to time. These orders and Industry Guidance include, at the time of drafting this policy, and are not necessarily limited to:
 - [COVID-19 Industry Guidance: Office Workspaces](#)
 - [San Mateo County Order \(c19-11\)](#)
 - [County's COVID-19 Social Distancing Protocol \(updated June 17, 2020\)](#)

Safety, Location, Accessibility

6. Customers or visitors may not enter the indoor office area, except in the event of an emergency or to utilize the restroom.
7. Businesses must implement measures to ensure that social distancing at all times.
8. Place tape or install markings on the ground at least six feet apart in any area where members of the public may form a line. Provide similar marking to encourage distancing between employees and patrons.
9. A minimum of six-foot (6'-0") social distance must be maintained between individual workspaces.



10. Outdoor offices shall comply with ADA access requirements. A minimum four-foot (4'-0") wide path of travel shall be maintained along all pedestrian walkways.
11. No furniture, fixture, or equipment shall be permanently affixed outdoors.
12. The business owner or operator shall be responsible for maintaining the outdoor area in a clean and tidy manner. Office areas must be vacuumed, not swept. All equipment, surfaces, and facilities must be regularly cleaned and disinfected per the Industry Guidance.
13. Service areas in parking areas shall provide safety barriers such as fences, water-filled K-rails, or landscape planters. Safety barriers shall not exceed 42 inches in height.
14. Service areas shall not encroach into accessible parking stalls, accessible van loading areas, and associated paths of travel.
15. Space heaters are permitted if they are an outdoor approved type, are located in accordance with the manufacturer's recommendations or no less than two feet, whichever is greater, from the edge of any umbrella canvas, any foliage, or any other flammable object or material.
16. All electrical lighting and receptacles shall be listed and approved for wet location installation. Electrical or other cords may not be arranged so as to cause a tripping hazard.
17. Each business may post one sign with a maximum area of six (6) square feet in the temporary outdoor service area. No advertising shall be allowed except for the name of the business, its logo, its hours of operation, and an 'open' sign.
18. Temporary canopies or tents must comply with fire requirements. Permits from the County Health Department, Building Department, Fire Department, and Planning Department are required for canopies or tents over 400 square feet. Tents must be open on at least three sides to allow adequate air flow.
19. Access to fire hydrants, fire hose connections for sprinkler systems, and entrances and exits of all buildings shall not be obstructed at any time by barriers, equipment, seating, or other obstruction. The twenty (20) feet fire lane shall not be obstructed at any time. There shall be a minimum of forty (40) inches separating the edge of any service area obstruction and the fire department connection.
20. Access to indoor restrooms must be provided, and no portable toilets are allowed.

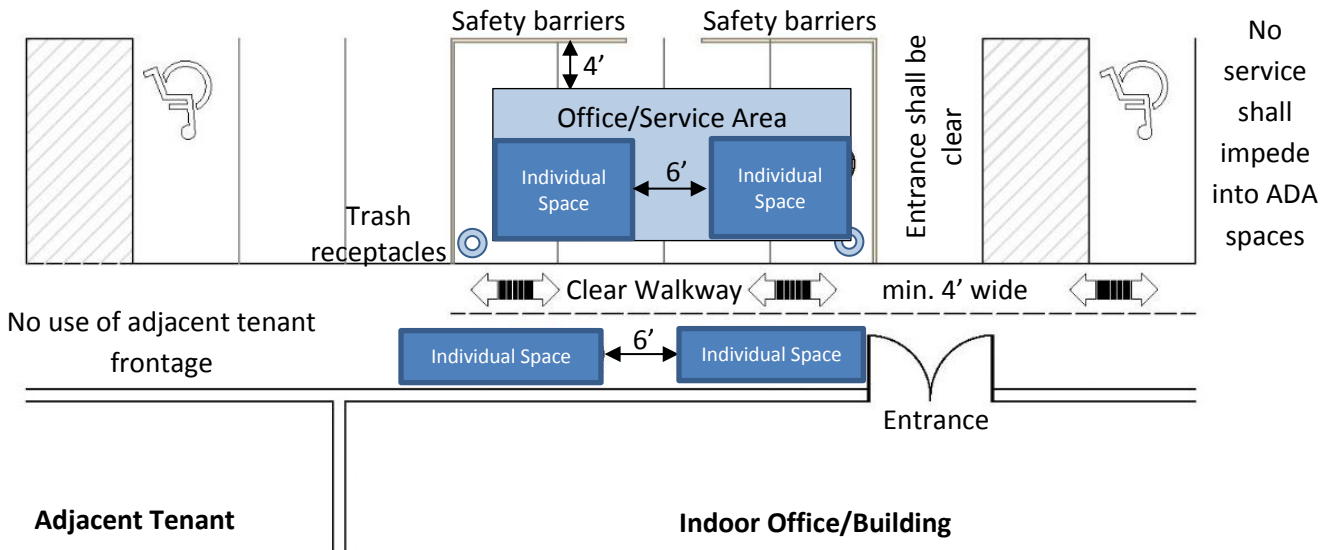
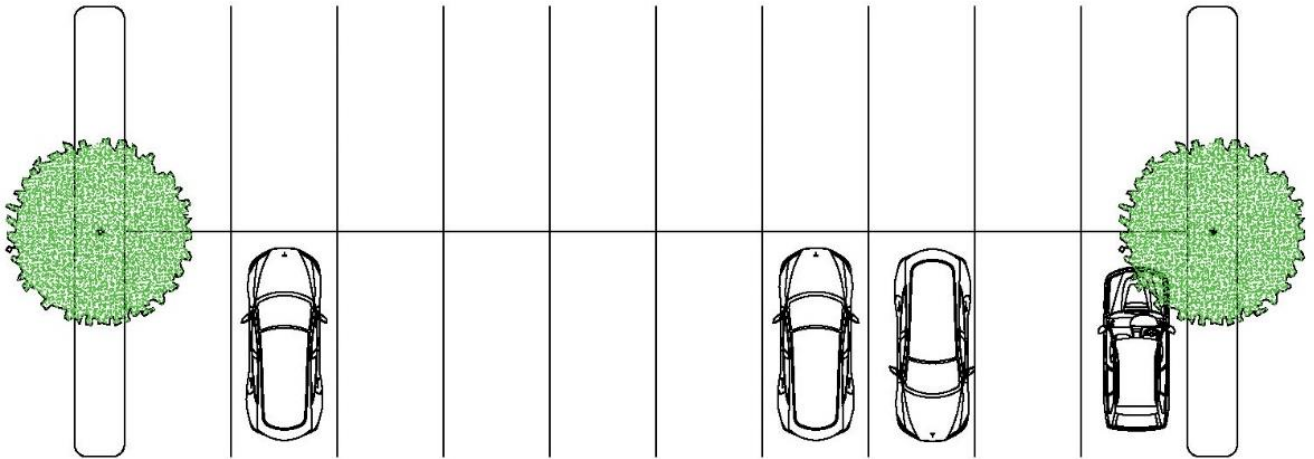
Operations

21. Post signs to remind employees and customers to maintain social distancing of six feet, to wash hands often, to wear a mask, and to stay home if they are ill or have symptoms consistent with COVID-19.
22. Hours of operation for outdoor offices shall not exceed the normal business hours.
23. Service areas shall be maintained free of litter, refuse, and debris. The area shall be cleaned on a daily basis. Cleaning and sanitization shall be in accordance with the [City's Storm Water Management and Discharge Control Program](#), which prohibits any discharge other than stormwater into the stormwater drainage system.
24. Hand sanitizer or hand washing stations should be made available in the outdoor office area.
25. Employees are required to wear face coverings at all times. Businesses shall require that all patrons comply with any Federal, State, or County health order related to face coverings.
26. The City may require the removal, temporary or permanent, of the outdoor service fixtures when redevelopment or improvements of the street or sidewalk, or utility repairs necessitate such action.

Enforcement

27. The City reserves the right to enforce and/or prohibit a temporary outdoor office that: (i) creates an obstruction to, or causes congestion of, pedestrian or vehicular traffic due to existing conditions on the property or surrounding public right-of-way; (ii) represents a danger to the health, safety or general welfare of the public; and/or (iii) violates the requirements of these Foster City Temporary Outdoor Office Guidelines or violates any applicable State or County Health Orders or Industry Guidance.
28. Additional non-office uses or services that are not authorized hereunder may not be performed outdoors unless otherwise authorized. Providing unauthorized services and/or utilizing outdoor space for non-authorized uses are cause for immediate revocation of the authorization to maintain an outdoor office space.

ILLUSTRATION OF ACCEPTABLE OUTDOOR SERVICE AREA STANDARDS





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OWNER ACKNOWLEDGEMENT FORM

CITY OF FOSTER CITY ▪ COMMUNITY DEVELOPMENT ▪ PLANNING/CODE ENFORCEMENT

The City of Foster City will allow businesses in non-critical infrastructure sectors, which are required to close indoor offices and whose employees are not able to work remotely, to temporarily create or expand outdoor office areas consistent with the Current State and County Health Orders related to COVID-19 and Industry Guidance issued by the State. Business owners/operators must submit this acknowledgement form to planning@fostercity.org before setting up an outdoor service area.

Business Information

Business Name: _____

Address (Including Unit #): _____

Email Address: _____ Phone: _____

Property Owner Information

Shopping Center Name: _____

Property Owner Name/Management Name: _____

Email Address: _____ Phone: _____

Signature/Authorization

By signing below, I hereby certify the following:

- ✓ I have read and agree to comply with the terms and conditions outlined in the City of Foster City Temporary Outdoor Office Guidelines, and all applicable State and County orders related to COVID-19, and all Industry Guidance related to the service(s) to be provided.
- ✓ I will post all required COVID-19 Social Distancing Protocol in a location readily visible to customers and employees upon entering or accessing the outdoor office/service area.
- ✓ I certify that the Property Owner/Management has granted permission to create or expand a temporary outdoor office on the subject property.
- ✓ I acknowledge that the City of Foster City has temporarily authorized outdoor offices and that the authorization will remain in effect only until State and County health orders no longer prohibit operation of an indoor office or until rescinded by the City.
- ✓ I understand that the City reserves the right to immediately revoke this authorization and/or prohibit a temporary outdoor service use that: (i) creates an obstruction to, or causes congestion of, pedestrian or vehicular traffic due to existing conditions on the surrounding public right-of-way if it finds the installation represents a danger to the health, safety or general welfare of the public; and/or (ii) violates the requirements of the Foster City Municipal Code, the Temporary Outdoor Office Guidelines, or State and County Health Orders.

Business Owner Signature _____ Date _____